

Government Content Team

Government “at Risk” Content

Draft revised at July 13th conference call

Establish Value: Most government agencies at all levels follow retentions schedules that identify records to be preserved regardless of format. Born digital records are often thought of as both a panacea and a highly risky media because of cost, changing formats, complexity of data, and lack of standards. **The focus of the group is to identify best practices for all phases of the lifecycle of government records from creation, appraisal, guidance on formats, transfers of records along with their provenance and individual file content metadata, ingest and processing transfers into the archives, description of records, archival storage, versioning, risk assessment and planning, preservation actions like making transformations, and enabling access.**

Recognize Opportunities:

- All levels of government often work together to collect data and solve problems
- Electronic records can facilitate access and are often more open to data analysis over time, if they have been migrated properly for comparative research.
- Automation of the preservation process is crucial to its success

Target Audiences: These audiences share multiple levels of local, state, national, and international interest:

- Federal government: LC sustainability standards and other NDIIPP projects; NARA life cycle management; GPO federal publications, and other federal agencies responsible for preservation, including the legal community.
- State: Archives and libraries
- Local municipalities: county and local government – especially including appraisal issues
- Commercial entities and non-governmental organizations – Vendors?
 - Preservation and Archiving Special Interest Group (PASIG)
 - NAGARA CERIS group
 - Society of American Archivist – Electronic Records Section
- International elements: TRAC and ISO Auditing Standard
- Research institutions: Universities and other research institutions
- General public at various levels of interest and needs

Educating Stakeholders:

- Politicians and resource allocators & other stake holders need to appreciate preservation needs
- Records creators accept the responsibilities to transfer records in preservation ready form
- Archives and libraries need to be informed of how best practice can apply to their situation.

Obstacles and Risk Factors: Possible risk factors and obstacles in government preservation.

- Analog data difficult to convert to digital
 - Volume
 - Rising costs as budgets are shrinking
 - Decay
- Obsolescence of digital media
 - Technology pace of change
 - Knowledge base of older equipment and formats
- Associating accession level and individual files level metadata to the records themselves
- Developing risk methodologies that identify digital file formats most at risk and appropriate mitigation strategies
- Getting agencies of government to adopt guidance we develop

Actions:

- Consider effort toward appraisal: particularly what kind of data needs to be preserved.
Five examples of appraisal collected by geo-spatial group – John Faundeen
- Determine what kind of permanent data is best used in electronic format for future use. –
Glen McAninch searches for examples – discussion may be a part of appraisal
- Develop the case for records creator's best practices.
Arizona Assurance Agreement Draft (Linda Reib); Kentucky Enterprise Architecture and Standards items relating to preservation of records (Glen)
- Establish best practice for preserving electronic records including replication, integrity checking and migration/format management.

Pedals group functional requirements document (Linda); Kentucky Functional requirements list (Glen); DCAPE list of Metadata elements (Glen); PEDALS Data dictionary (Linda); Iron mountain document (Jason Gish)